



STAFF AGENCY FOR THE JUDICIAL CONFERENCE OF INDIANA

NATIONAL CITY CENTER - SOUTH TOWER, SUITE 1075  
115 WEST WASHINGTON STREET, INDIANAPOLIS, INDIANA 46204-3417  
TELEPHONE: (317) 232-1313 FAX: (317) 233-3367

**APPLICATION**  
**for**  
**INITIAL CERTIFICATION**  
**as a**  
**Court-Administered**  
**Alcohol and Drug Program**

**REQUESTED BY**

\_\_\_\_\_  
Signature of Supervising Judge

\_\_\_\_\_  
Signature of Program Director

**of**

\_\_\_\_\_  
Name of Court



STAFF AGENCY FOR THE JUDICIAL CONFERENCE OF INDIANA

**APPLICATION  
for  
INITIAL CERTIFICATION  
as a  
COURT-ADMINISTERED  
ALCOHOL AND DRUG PROGRAM**

**DATE:**

**SPONSORING COURT:**

**SUPERVISING JUDGE:**

Address:

Tel., & Fax:

e-mail address

**COURT PROGRAM NAME:**

**TYPE of PROGRAM:**

(Free Standing, Probation, or Contract)

**PROGRAM DIRECTOR:**

Address:

Tel., & Fax:

e-mail address

**Additional Program Location(s)**

**PROGRAM FISCAL OFFICER:**

Name, Address, Tel., Fax, & e-mail address

(if different from Program Director)

**PROGRAM'S PROPOSED START DATE:**

**APPLICATION POINT of CONTACT:**

**ATTACHMENTS:**

- A. PROGRAM PURPOSE, PHILOSOPHY, GOALS and OBJECTIVES**
- B. ORGANIZATIONAL PLAN**
- C. PLAN OF IMPLEMENTATION**
- D. BUDGET ESTIMATES (Income and Expenses)**
- E. TREATMENT PROVIDERS**
- F. CONTRACTORS**

**\*If any of the attachment information is in your Policy and Procedures Manual (PPM), you need only to indicate its location and send a copy of the PPM along with your application.**



**APPLICATION  
for  
INITIAL CERTIFICATION  
as a  
COURT-ADMINISTERED  
ALCOHOL AND DRUG PROGRAM**

**Application Guidelines**

**Attachment A PROGRAM PURPOSE, PHILOSOPHY, GOALS and OBJECTIVES**

This attachment should include the organization's philosophy, mission statement or purpose, goals, and objectives.

Reference: Section 18. Program Goals and Objectives

*Each certified program shall have a written statement of goals and objectives that clearly reflects the program's philosophy, and guides the operation of the program and the delivery of services. The statement shall be reviewed annually and revised as necessary.*

**Attachment B ORGANIZATIONAL PLAN**

1. The organizational plan should include:
  - (a) Governing Body Members (names, addresses, telephone & fax numbers, and e-mail addresses).
  - (b) Names, address, telephone & fax numbers, and e-mail addresses of each location where program services will be provided.
  - (c) Names, address, telephone & fax numbers, and e-mail addresses of the courts and other agencies to be served by the program.
2. If the program is to be contractor operated, the organizational plan needs to include:
  - (a) The company's organizational chart.
  - (b) Names, addresses, telephone & fax numbers, and e-mail addresses of Company Officers and members of the Company's Board of Directors.
  - (c) Policies and procedures for handling conflict of interest issues.

## **Attachment C PLAN OF IMPLEMENTATION [Section 7e(7)]**

1. This attachment should include the detailed plan to implement the program. Items should include, but not be limited to, the following:
  - (a) History and forecast of the number of substance use-involved offenders subject to the jurisdiction of the court.
  - (b) Forecast of the number of offenders to be served by the program according to classes of substance users to be served.
  - (c) Statement of the philosophy, purpose, and goals of the program.
  - (d) Description of the services to be provided by the proposed program.
  - (e) Description of the organizational structure and procedures for the management of the program.
  - (f) Description of the proposed staffing for the program.
  - (g) The specific type of program to be operated (free-standing, probation-based, or contract).
  - (h) Proposed education curriculum to be used by the program.
  - (i) Details on the implementation of the program, including anticipated dates when major program activities will be performed.
2. This attachment should also include a Policy and Procedures Manual, required by Section 27(c) of the governing rules.

Reference: Section 27. Program Management & Oversight

*(c) Each program must have specific, written policies and procedures for conducting of day-to-day program activities. These written policies and procedures must meet the following criteria:*

- (1) The program's operational and administrative structure is fully documented by organizational charts, which depict programmatic lines of authority, identifies all staff positions and accurately reflects current program practice.*
- (2) The policies and procedures manual describes the staff functions and the procedures by which the principles and guidelines established by the governing body will be implemented into program operations.*
- (3) The policies and procedures manual is updated as needed, but at least annually.*
- (4) The policies and procedures manual is available to the governing body and staff.*

## **Attachment D BUDGET ESTIMATES (Income and Expenses)**

This attachment should include the projected budget of the program including all projected income and expenses. Plans for complying with IC 12-23-14-16 and Section 28 of the governing rules should also be covered.

## **Attachment E                      TREATMENT PROVIDERS**

This attachment should contain information on each treatment provider that will provide substance abuse treatment services for program clients referred by the program. Appropriate information would include all marketing and advertising materials, program accreditation documents, credentials of individual counselors providing substance abuse treatment services, copy of the referral agreement required by Section 27(f) of the rules, and any other relevant information.

## **Attachment F                      CONTRACTORS**

This attachment should contain information on each contractor and a copy of their contract with the court. If no contractors are being utilized by the program this attachment would not apply.